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13 MAR 1957

MEMORANDUM FOR: Deputy Director (Support)

SUBJECT : Progress Report on Competitive Promotion SF Career Service Program

1. This memorandum is for information only.

2. Your memorandum of 1 March 1957 requested information relative to the progress being made in connection with the Competitive Promotion Program within the SF career service.

3. As of this date, the required information has just started to flow from the Office of Personnel, such as the SF Career Service Staffing Authorization and Biographic Profiles.

★ 4. In reviewing the SF Staffing Authorization, it appears that we may be handicapped in promoting SF employees to positions vacated by other SF personnel on a rotation tour to other components of the Agency. For example, we have three personnel on assignment to the Office of Training, one to DD/P, and another in process of being assigned to DD/P. In addition, we have a number of SF personnel assigned to administrative positions overseas, since the great majority of the work required of those administrative positions relates to finance. It seems that the Office of the Comptroller should be able to consider such positions within its Staffing Authorization during the time that SF employees occupy the positions. It is my understanding that the Administrative Career Board has informally agreed to this arrangement.

5. We have received Biographic Profiles on all GS-11 employees within the Zone of Consideration. These Profiles have been reviewed by the employees involved and returned to the Office of Personnel. These employees are now in the process of completing their Career Preference Outlines. A few Biographic Profiles have been received on GS-12 positions. One of the problems is that of having the overseas personnel verify their Biographic Profiles. It is my understanding that the Biographic Profiles of overseas personnel will be held by the Office of Personnel until the employee returns, and that they will be requested to verify such Profiles on processing through the Central Processing Division.

6. The SF Career Board has established six areas of competition based more or less on a functional breakdown, as each one of the functions requires some special qualifications in their respective fields of endeavor. Arrangements have been made whereby the employees who can qualify will be listed on two or more areas of competition. The areas of competition are: Immediate Office of the Comptroller (including the Technical Accounting Staff, and Program Analysis Staff), Budget

* POSITIONS DESIGNATED OTHER THAN SF
AND INCUMBED BY SF PERSONNEL WILL
BE INCLUDED IN SF STAFFING AUTHORIZATIONS

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discussed

and clarified

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Fiscal, Machine Records, Finance, and Industrial Contract Audit. Evaluation Panels have been selected within the respective areas of competition, and they are now engaged in evaluating and listing GS-11's.

7. Pending the completion of the work of the Evaluation Panels, we will continue as in the past, to consider across the board all the employees of the Comptroller's Office within a given grade when a promotion is involved.

8. Since a number of our employees do not desire overseas service, we have problems at times in meeting rotation schedules. It may develop at some future date that we will have to request some of such employees to find other positions within or without the Agency. I am sure that it is realized that the Office of the Comptroller has a greater rotation problem than any other DD/S Office other than Communications.

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E. R. SAUNDERS
Comptroller

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